WALKERVILLE PRIMARY SCHOOL
PARENT HANDBOOK

WELCOME

Dear Parents,
We would like to welcome your family to Walkerville Primary School and trust that your association with the school will be both a happy and a successful one for you and your child.

Walkerville Primary School was established in 1884 and has a strong history of providing a caring, co-operative and stimulating learning environment for children.

This ‘Parent handbook’ is intended as a means of informing you of the routine matters relating to school life. We value your support and encourage your active interest and involvement in the school.

Communication between parents and staff is also valued. We invite you to make contact with your child’s teacher, the Principal or Deputy Principal with enquiries or constructive comments. The school’s website is very informative and can be found at www.walkvilleps.sa.edu.au. Information contained in this handbook is further explained in the various sections of the website, including newsletters, term planners and policies.

The school’s Annual Report and Site Learning Plan are also available on the website and in print form from the office.

Regards,

Wayne Jupe Allan Day
Principal Chairperson

SECTION 1 – AIMS & CURRICULUM

AIMS
The school strives to model the school motto, ‘Care, Co-operation, Commitment’.
• Care to provide a safe, supportive and friendly learning environment,
• Co-operation to establish an effective partnership between staff, students and parents,
• Commitment to create stimulating learning experiences that challenge students.

ANNUAL REPORT
The Annual Report is a detailed account of the student achievement standards and outcomes that meet DECD accountability requirements. The report is available in the website.

SITE IMPROVEMENT PLAN
The Site Improvement Plan describes the context and improvement priorities for a 3-year cycle and also details the annual action plans. The plan is constructed with community input.

AUSTRALIAN CURRICULUM
The Australian Curriculum Framework provides the curriculum outline in the four areas of study, ie English, Maths, Science and History. Detailed outcomes for each level can be viewed at: www.australiancurriculum.sa.edu.au

SECTION 2 – ENROLMENT

ENTITLEMENT
The school is zoned by the Minister of Education to ensure that the enrolment can be contained within the school resources. Parents whose principal place of residence is within the ‘Zone of Entitlement’ boundaries are guaranteed enrolment at the school for their children.
This zone can be viewed at www.walkvilleps.sa.edu.au/zone2.html
‘Out of Zone’ requests for enrolment may be approved by the principal when there are available positions.
RECEPTION INTAKES
Children turning 5 years old on or before 30 April in given year will be enrolled to start Reception at the beginning of the following year. However, children are not under compulsion to attend school until they are six years of age.
A transition program provides the children with three orientation visits to school and occurs in late November, early December in the year before starting school.
Dismissal time is 3.25pm and children participate in a normal school day from the start. Parents may negotiate with the class teacher should they consider that the full day of schooling is initially too long.

TERMS IN JUNIOR PRIMARY
Children beginning reception in term one will be placed as year 1 students the following year.

ACCESS
Parents are required to provide a copy of any legal documents or court orders in regards to access and custody of children. Information will be treated confidentially, but will be shared with relevant staff. Information should be provided on enrolment or when orders are available. Staff will not act upon verbal information. The role of staff is to be sensitive to the care of children within a legal framework.

ABSENCE
Parents must provide an acceptable reason for the absence of their child. A telephone call on the day or a signed follow up diary note is required under the Education Act. Medical appointments during school time should be communicated to the class teacher. Children must be signed-out through the front office. Lateness should be avoided as punctuality is one of our organisation values in class. If there are more than five late occasions, then the class teacher may request that these children sign-in via the front office. Permission to leave the school grounds during hours requires consent from the Principal or Deputy Principal, as well as the parent. Children will be permitted to go home for lunch only if written permission is received from a parent on each occasion. Children taking family holidays during school terms are required to complete an exemption form available from the school office.

BELL TIMES
Children should be at school by 8.45 am. On arrival children should take their bags to the designated areas and move to the ‘paved area’, where they will be supervised by the yard duty teacher. Teachers are rostered for morning yard duty from 8.30 am. Children who enter the grounds before 8.30 am should be enrolled in our Before School Care Program, which commences at 7.15 am.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>8.30am</td>
<td>Yard supervision</td>
</tr>
<tr>
<td>8.55am</td>
<td>Classes commence</td>
</tr>
<tr>
<td>11.00am</td>
<td>Recess Play</td>
</tr>
<tr>
<td>11.20am</td>
<td>End of Recess</td>
</tr>
<tr>
<td>1.00 pm</td>
<td>Lunch Play</td>
</tr>
<tr>
<td>1.45pm</td>
<td>End of Lunch</td>
</tr>
<tr>
<td>3.25 pm</td>
<td>Dismissal time</td>
</tr>
<tr>
<td>3.40 pm</td>
<td>End of Supervision</td>
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</table>

(*End of term dismissal is 2.25pm.)
There is a five minute allowance at the end of play times for children to visit the toilet and line up for class.

BICYCLES
Children may ride their bicycles to school and store them in the racks provided. It is preferable to lock them in place. Bicycle riders must dismount upon entering school grounds and are reminded that wearing a protective helmet is law.

CAR PARKING
Traffic congestion on both Church Terrace and Stephen Terrace at delivery and pick up times is of great concern. Parent compliance with traffic laws is essential. The ‘Road Safety Policy’ is available on the school’s website under ‘Policies’. There is restricted vehicle access to the school grounds to ensure the safety of children at all times.

CANTEEN
Lunches can be ordered from Subway on Monday, Wednesday and Friday. Order forms are in the front office and must be submitted by 9.00am. Parents are requested to send a nutritious recess snack and lunch along to school. Teachers will supervise students during eating times and report any issues to parents. During terms 1 and 4, children should bring their lunch box into the air conditioned classroom. Special lunch days are also organised by the Parent Association twice each term.
COMMUNICATION
Regular two-way communication is encouraged and this often occurs informally on a day-to-day basis. On occasions particular concerns may need to be resolved. We recommend the following steps as a guide to assist in such circumstances:
• First see the teacher involved
• Others who can help you sort out a problem include Principal, Assistant Principals and parent members of Governing Council.
Parents may prefer to make an appointment to come to school, make a telephone call or write a letter. Confidentiality between parents and school will be maintained.

DUTY OF CARE
In addition to classroom supervision, play areas are supervised by teachers who have duty of care. They cannot supervise children as closely as can be done in the classroom environment.
Children should use the adjacent road crossings on Stephen Terrace and Church Terrace. Teachers supervise each crossing before and after school for 15 minutes. Trained student monitors assist at the Church Terrace crossing.
All teacher supervision finishes at 3.40 pm when the school bell is rung. Children not collected should report to the Office to ensure supervision.
If parents cannot be contacted students will be taken to OSHC. Normal fees will apply on these occasions.

FEES
School fees are called ‘materials and services charges’ and have a legally enforceable component. Fees are set by Governing Council and help provide many of the extras that make Walkerville Primary a quality school.
Fee accounts are sent home at the beginning of each school year, with early payment encouraged to enable the start of year purchases to be made.

The school is willing to negotiate individual payment arrangements in cases of financial difficulty. Families who meet School Card Scheme criteria can apply for assistance with fees and can obtain an application form from the front office. Information will be provided at the start each year.

FIRE/EVACUATION PROCEDURES
Continuous bells and siren are used to signal the need to evacuate. Procedures are displayed at all room exits. The Assistant Principal and OHSW officer co-ordinate the twice-yearly evacuation drills.

LOST PROPERTY
Lost property is stored in a cupboard in the corridor of the old building. Children and parents are encouraged to check the cupboard for missing items. Named articles are sorted and returned to children via the classroom.
At the end of each term, unclaimed and unnamed items will be recycled or donated to a charitable organisation. Prior to this a reminder will be published in the school newsletter.

PAYMENTS
Payments for educational excursions, events or performances are invoiced separately with relevant details. Payments must be made prior to the event and should be made between 8.30 and 9am each morning by depositing a completed payment envelope in the payment box located at the front office desk.
Payments must be accompanied by a signed consent form or invoice.
When a cash payment is made in person, a receipt is provided. All other receipts are distributed via the classroom.
Multiple payments may be made in one transaction by cheque, cash or credit card/EFTPOS. Cheques should be payable to “Walkerville Primary School” and be marked “Not Negotiable”.
When required, change will be given to your child, but we cannot accept responsibility for its safe delivery to you.
Payment for private provider tuition should be made direct to the tutor concerned.

UNIFORM
All children are required to wear the school uniform with pride. Occasional breaches of the uniform code are understandable, with a diary note provided. Persistent non-compliance will be referred to the Principal or Assistant Principal for intervention.
The ‘Uniform Code’ is available on the school website under the ‘Policies’ link. Price lists are available from the office.
A school hat is required for all outside play during school hours from September 1 until May 31. Children without a hat are required to sit under a tree.
Twice each term, Student Representative Council holds ‘Casual Days’. These support charitable organisations and are advertised in the school newsletter. A gold-coin donation is requested from children who wish to participate.
WEATHER CONDITIONS
Hot Weather Policy is explained on the website under ‘policies’. A temperature forecast of 37°C or greater will trigger the policy. Classrooms, yard play and sports events are impacted by the policy.
As most areas of the school are air-conditioned there is no policy to send children home early on these days. However, parents may request to collect their own child/ren from the classroom early during periods of extreme heat.
Wet Weather policy is also explained on the website under ‘policies’. Teachers will supervise children in classrooms from 8.30 am on wet days and will buddy up for inside activities with another class at lunchtimes. Three rings of the bell indicates wet weather policy.
Road safety care is particularly important on days when children are dismissed during wet weather. All parents are urged to note the ‘Road Safety Policy’ on the website under ‘policies’.

HATS
All children are required to wear broad-brimmed or legionnaires style hats at recess, lunch times and in outdoor lessons from September 1 until May 31 as part of the ‘SunSmart Policy’. Children who do not have a suitable hat will remain under the peppercorn trees at recess and lunch periods. School hats of both varieties are available for purchase from the office or uniform shop.

INFECTIOUS DISEASES
Parents are required to contact the class teacher and/or office in cases where children contact communicable diseases. Children who are ill with an infectious disease must not attend school until they have fully recovered.
DECD provides the school with a list of infectious diseases and the minimum exclusion periods and treatments. This information will be shared with appropriate families.

ILLNESS
In the event of minor accidents or illnesses, children will be cared for at the office where the first aid room is situated. Children who are hurt or significantly unwell and cannot return to class, must be taken home by a parent or their delegate. The school will act in the child’s interest if no contact is available.

MEDICAL ACTION PLANS
A display of photographs of children with specific and significant medical problems is displayed in the staff room near the photocopier. The child’s medical condition and required actions are summarised. Parents are asked to notify the school of such medical problems. Consent will be sought before this information is displayed.

MEDICATION
Staff members do not accept responsibility for administering medication to students. This responsibility remains that of the parents or caregivers. However, older students can administer their own medication, including ‘puffers’, under the supervision of staff. The staff will assist children when appropriate and supervise medications.
Medication sent to school must be in its original packaging and be accompanied by a parent note outlining the dosage and frequency. The child’s name and class must also be on the packaging. Such medication will be stored in the office area and sent back home at the end of the school term. Any other special arrangements must be negotiated with senior staff.

SECTION 4 - MEDICAL

AMBULANCE
In cases of serious accident or illness at school, an ambulance will be called. Parents are advised to ensure that they have ambulance cover for their children as cost will not be a consideration in the event of the above. It should be noted that this coverage should apply to all activities arranged by the school, including camps.

DENTAL CLINIC
Free treatment is available from the clinic which is situated at Magill Primary School, Adelaide St, Magill by telephoning 8333 0707. All arrangements are parent responsibility.

EMERGENCY CONTACTS
Parents are asked to complete an enrolment form and regularly update a medical/emergency contact form.

FIRST AID
A School Service Officer provides first aid assistance between 8.30am and 3.40pm, including recess and lunch times. Injured children must first approach the duty teacher, who will conduct a risk assessment, before going to the office. Teachers on yard duty carry a basic first aid kit for minor injuries or emergency.
NEWSLETTER
This is a vital form of communication between the school and parents. Information concerning educational issues, coming events, meeting dates, as well as class contributions and school achievements is included. Please expect to receive a copy every ‘odd’ Thursday (fortnightly) via the youngest child in your family at school.

SECTION 5 – CLASSROOM

ASSESSMENT & REPORTING
Parents will receive regular information about class programs and student attainment. Teachers use a variety of methods to assess children’s learning and the effectiveness of their program, including regular testing of skills, anecdotal comments about outcomes achieved, observation of skill and attitude development and difficulties encountered. Confidential information is also kept in student record files in the front office and may include learning plans and psychological testing information. Information about assessment is confidential between parents and approved school personnel.

DECD requires that schools report in writing to parents twice each year. Additionally the school offers an information evening and two formal interview opportunities. Individual meetings between teachers and parents are also encouraged whenever there is a specific need. These can be initiated by either party.

Reporting Schedule

<table>
<thead>
<tr>
<th>Event</th>
<th>Term</th>
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<tbody>
<tr>
<td>Acquaintance Evening</td>
<td>wk 3</td>
</tr>
<tr>
<td>Parent/Teacher Interview</td>
<td>wk 9</td>
</tr>
<tr>
<td>Mid Year Written Report</td>
<td>wk 10</td>
</tr>
<tr>
<td>Parent/Teacher Interview</td>
<td>wk 9</td>
</tr>
<tr>
<td>End Year Written Report</td>
<td>wk 9</td>
</tr>
</tbody>
</table>

Parents will also receive information about their child’s achievement in the state Literacy and Numeracy test for years 3, 5 and 7 that are sat in Term 3, as well as the UniNSW English and Maths tests for years 4, 6 and 7 that are sat in Term 2.

BUDDY CLASSES
The linking of older and younger students through our Buddy Class system provides positive learning opportunities for all students involved and reinforces our school value of cooperation. Classes will ‘buddy up’ with a class of a very different year level for at least one lesson each fortnight. Activities range from joint class work to co-involvement on excursions.

CLASS BEHAVIOUR CODE
Parents are requested to read this section in conjunction with ‘Section 7 – Behaviour Code’ information in this handbook. The Behaviour Code should be interpreted in the context of a success-oriented environment that embeds the values of Program Achieve. Teachers are expected to teach explicit lessons using the Program Achieve framework. The Behaviour Code requires that classroom teachers negotiate a local code of class rules and consequences that emphasise a logical and consequential step system. A copy of this local code is also forwarded to the Principal. The code outlines the playground and classroom behaviour expectations and consequence system. Early in the school year, each class develops a negotiated set of class rules that are few in number, clear, framed positively and reasonable.

A typical example of a compliant classroom step system is:

| Step 1 | Reminder |
| Step 2 | Class time-out (usually for 10 minutes) |
| Step 3 | Removal to buddy class (for about 20 minutes) |
| Step 4 | Office time-out (parents receive an office notice) |
| Step 5 | Suspension/exclusion (in accordance with DECD policy) |

The “step system” begins at Step 1 each day, however, any teacher has the right to send children to the office and skip steps if they deem that the situation demands such action. Details of procedures as they apply to each class will be communicated to parents at the Parent Acquaintance Night. Information about the positive consequences of appropriate behaviour will also be given by the class teacher.

HOMEWORK
Homework can help children develop good life-long study habits and show parents what is happening at school. A positive homework regimen can teach children to utilise time effectively, reinforce work done in the classroom, assist students in revision/learning of work and assist in addressing the transition between primary and secondary school. Homework is work to be done at home and may be: spelling lists, projects, practising, contract work, researching, completing tasks. It is presumed that regular nightly reading
Homework should be part of every child’s less formal homework.

**Homework- guideline to nightly time allocations**

- **Year 6 & 7**: 60 minutes
- **Year 4 & 5**: 45 minutes
- **Year 3**: 30 minutes
- **Rec - year 2**: set largely informal tasks

It is the professional responsibility of teachers to establish and communicate their interpretation of the homework guideline to parents at Acquaintance Night. Sensitivity will be shown to objections from parents regarding the amount of homework expected. Homework details should be recorded in the diary or communication book.

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**SECTION 6 – EXTRA CURRICULAR**

**BUS TRAVEL**
Governing Council promotes the use of private bus contractors for educational travel. Bus companies that provide buses with seat belts for all children will be engaged as first priority. If these are not available, then other buses may be engaged. The use of public transport and private cars should only be used after approval by the principal. When private motor vehicles are used, the consent of parents must be given and only registered vehicles with sufficient seatbelts for all passengers are to be used. The driver must have a full license.

**CAMPS**
The ‘School Camps Policy’ is available on the school website under ‘Policies’. Camps usually involve an overnight stay and the nature of the camp is tailored to the maturity of the children involved. Parents will be provided with consent forms and information about proposed camps. Children with individual, personal or medical requirements are encouraged to participate.

**PERFORMANCES & EXCURSIONS**
These activities are valuable in the educational program and provide first hand experience and shared learning. The experiences reinforce and relate to activities in the classroom. Performances are arranged for the whole school, particular year levels or individuals. Class excursions may include full or part day visits. The children participate in activities prior to and following the excursion to increase their learning from this shared experience.

**SPORTS DAY**
Sports Day is held in April of each year. Children are placed in house teams for the duration of their time at school and compete for the Sports Day Shield. Children in the same family are placed in the same house. There are four Houses:

- **Stephen** - Green
- **Church** - Blue
- **Warwick** - Yellow
- **Clark** - Red
These are the names of the streets which border our school. Sports Day has both a participation tabloid schedule and championship events.

**SPORTING TEAMS**
Walkerville has a proud tradition of being a school that values sport. Fitness, skill development and sport education lessons are undertaken in our Physical Education program. Opportunities also exist for children to be involved in a wide variety of out-of-school sporting activities. The variety is generally limited only by the availability of suitable coaches or managers. These sporting activities are organised and managed by parents and staff members. Assistance in the areas of coaching and transport is necessary and parent support is greatly appreciated.

It is the policy of sporting bodies at school to:
- ensure that all children have the opportunity to participate and enjoy sport
- emphasise the development of skills and not winning at all costs.

Children are, at all times, expected to cooperate and support team coaches and managers. The Principal or Deputy Principal should be contacted in instances where this does not occur. Information about sporting activities is sent home in a special Green Newsletter twice a year.

**SECTION 7 - STUDENT SUPPORT**

**BEHAVIOUR CODE**
The management of children’s behaviour will be done with an orientation towards success. Program Achieve is a school program that has as its basis the five pillars of getting along, organisation, persistence, resilience and confidence. These values will be modelled within the Behaviour Code.

All members of the school community have the right to enjoy a safe environment, free from harassment. Co-operation and positive interaction are encouraged. People are valued and property is respected.

**Responsible Behaviour**
Students model responsible behaviours when they:
- follow reasonable instructions from staff
- remain on task in the classroom
- care about the safety & feelings of others
- care for school and personal property
- play positively in the correct yard areas

Students who model responsible behaviour help to develop a positive school culture. Staff will support this positive culture through praising efforts and presenting acknowledgement awards at assemblies.

**Irresponsible Behaviour**
The consequences for irresponsible behaviour are at two levels -
1. Inappropriate behaviour is minor in nature, eg littering. The consequences will involve counselling, sit-out or logical consequence.
2. Unacceptable behaviour is more serious in nature, eg fighting. The consequences will involve removal, ‘white slip’ and subsequent time-out session supervised in the hall.

The ‘Behaviour Code’ is available on the school’s website under ‘Policies’. Serious or repeated non-compliance with the Behaviour Code may lead to escalated steps of removal, suspension or exclusion. The Principal and the parents will be involved in any suspension or exclusion. The Behaviour Code will be administered fairly and consistently. Parents may seek clarification from the staff involved.

**OUT OF SCHOOL HOURS CARE**
OSHC provides a safe, caring environment for children of school age whose parents require this facility. The Out of School Hours Care Program [OSHC] is managed by a committee and a Director who are responsible to the sponsoring body, Governing Council. Fees apply, with government fee relief available in certain circumstances.

- Before School Care operates 7.30 - 8.30 am
- After School Care operates 3.25 - 6 pm
- Vacation Care operates as advertised.

Detailed information is available from OSHC.

**SPECIAL NEEDS**
The school has limited access to the services of Speech Pathologists, Social Workers, Guidance Officers and other Special Education resource teachers. Parents and teachers can request support through the Student Review Team. Where additional support is considered necessary, a blue screening form will be completed and parents will be consulted. Every effort will be made to provide the support considered necessary for children.

**SPECIALIST TUTORS**
Walkerville Primary School is host to a number of programs which operate during normal school hours.

The programs are generally “user pay” and include tutors for:
- musical instrument tuition
- speech and drama lessons
The programs operate as a private agreement between the tutor and the parents. Both parties should ensure that appropriate conditions are agreed upon, and that suitable communication, student assessment strategies and other details are properly understood. Tutors in these programs are on contract to the school and pay a small levy for the use of facilities. They are subject to school expectations and are required to carry public liability insurance. The number and type of private provider programs which operate each year will depend upon school priorities, available tutors and suitable accommodation.

Children are limited to a maximum of two tutored activities at any one time, unless specific approval has been given by the Principal. This is to ensure that the class educational program is not disrupted.

Whilst teachers show sensitivity in planning class activities, it is expected that private providers work around these. Parents should also accept that it is not always possible for teachers to ensure that work missed is “caught up”.

### SECTION 8 - PARTICIPATION

#### PARENT PARTICIPATION
At Walkerville Primary School, we welcome parent involvement. The skills, talent and energy brought to the school by parents is a vital and valued resource for the school. The aim is to develop a cooperative and positive partnership with the school community. These relationships reinforces student learning and support school effectiveness.

Parents work with staff and contribute to classroom activities in a variety of ways. The extent of involvement is determined by the class teacher. Assistance in school-wide functions such as the Resource Centre, reading groups, excursions and electives are appreciated.

#### FORMAL COMMITTEES

**Governing Council**

Governing Council meets Mondays of weeks 3 and 8 each term. The voting Governing Council consists of eight elected parents, the Principal, one nominee from Parent Association and two staff representatives. Sub-committees include education, fundraising, finance, grounds, uniform, OSHC & sport. The sub-committees have parent and staff representation, and make recommendations to Governing Council for discussion and decision.

Parents are welcome to nominate for Governing Council or one of the sub-committees via the school newsletter.

The role of the Governing Council is to exercise governance and an oversight of the well-being of the school. This includes the determining of broad decision making in collaboration with the principal. This can include the educational needs of the local community; improvements to the buildings, grounds and equipment of the school; the use of public money and other functions outlined in the Education Act and the DECD Administrative Instructions and Guidelines [Section 5]. The Governing Council is a liaison between parents and school staff and, as such, welcomes parent involvement.

**Parent Association**
The Parent Association consists of parents representing each class, who attend the Parent Association AGM. The Parent Association aims to provide a welfare and support role to students, parents and teachers. One member of PA is elected to Governing Council and acts as a liaison with Governing Council. Meetings are held twice per term in the staff room.

**Student Representative Council**
The SRC gives a student voice to school improvement issues and regular class meetings are held to generate items for discussion and decision.

Student Representative Councillors are elected for two terms by their class with the year 2-7 representatives forming the SRC. Representatives from reception and year 1 classes may attend as observers.

One staff member acts as co-ordinator of the SRC that meets fortnightly on Fridays at 11.30am. Representatives chair the weekly class meetings to communicate issues to and from SRC. An SRC report will be presented at the whole-school assembly.